

State of Connecticut JOB POSTING

Naugatuck Valley Community College
JOB OPPORTUNITY
Office Assistant
Date Posted: July 19, 2013

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
* See below for eligibility requirements
Location: Waterbury, CT
Hours: 40 hours per week
Salary: \$37,429, approximate annual, subject to Collective Bargain Increase, full benefits package
Closing Date: July 30, 2013

Working as part of a team at the Office Assistant level, incumbent will be responsible for a full range of general clerical function in the Office of Community Engagement. The Office of Community Engagement (OCE) provides leadership, consultation, support, financial management and technical assistance to the College and the College Foundation to sustain and expand resources for programs, students and services. OCE is the liaison to NVCC Alumni and to the community.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-six (6) months of experience.
2. One (1) year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a completed State of Connecticut Application Form for Examination and Employment (CT-HR-12) and the name, address and phone number of three references to:

Naugatuck Valley Community College
Office Assistant Search Committee, Room K704
750 Chase Parkway
Waterbury, CT 06708

Only those applications postmarked by the closing date will be considered

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.